



**CITY OF SALINAS
NEIGHBORHOOD BLOCK PARTY--PERMIT APPLICATION**

DATE OF EVENT: _____ **START/ENDING TIME:** _____

LOCATION OF EVENT(S): _____

PERSON OR ORGANIZATION REQUESTING PERMIT:

Name: _____

Address: _____ State: _____ Zip Code: _____

Telephone Number: _____ Cell Phone Number: _____

E-mail Address: _____

Tax Exempt/Non-Profit Entity:

No; City of Salinas Business License Number _____

Yes; Tax Exemption Number _____

ON-SITE RESPONSIBLE PARTY:

Same as Above

Name: _____

Address: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-mail Address: _____

EVENT DESCRIPTION: (check type of event)

Dance Assembly Food Vendor Race Radio Remote/Remote Broadcast

Photo Tents over 400sq' Canopies over 700sq'

How many open flame devices? _____

Promotional/Fundraising Activity _____

Provide the method and list of items to be given away

Other _____

Please highlight area to be barricaded on Site Plan. Describe how area will be barricaded.

Sound/Entertainment: (check type of sound entertainment)

D.J. Live Band P.A. System Other _____

Will admission be charged? No Yes; Amount _____

Will tickets be sold? No Yes; *In Advance or Day of Event?* _____

Identify locations of advance sale box offices _____

Projected Attendance: _____

Applications must be submitted at least 10 days prior to the event.

Will the event require:

Street Closure Traffic Detours Parking Police Enforcement Fire Enforcement
 Encroachment Permit Block Party Other _____

Please check each true statement:

Local (not major) Street One block Long Minimum 2/3 of block Zoned Residential.

Street or range of houses to be barricaded (i.e. beginning house number to ending house number, intersection to intersection or house number of intersection, etc.)_____.

Provide site plan depicting:

Name and location of streets to be closed.

Location of furniture, activities, or equipment (including bounce houses).

Location requesting where barricade should be placed. Please highlight area to be barricaded on Site Plan.

Describe how area will be barricaded.

Provide for unrestricted lane or clear path of travel for emergency vehicles through the entire Block Party Venue.

Provide the Block Party Resident Survey that demonstrates 80 percent of the residential units (house, apartments or condominium complex) within the Block Party Venue support the proposed activity.

PROPERTY OWNER CONSENT: No Permit shall be issued unless the owner of the property upon which the proposed Special Event will be held, or that person’s representative or agent, has first given their express written consent by signing below.

Printed Name_____

Signature _____

Date _____

Block Party Conditions:

- A Block Party Applicant shall be limited to a resident within the Block Party Venue.
- A Block Party Venue shall be limited to: a maximum area no greater than three blocks of a residential street that allows for no more than one lane of traffic in either direction, excluding turn lanes, a residential street(s) where no transit routes, commercial facilities, hospitals, police stations, fire stations, or direct access to public parks, an area where the street closure would not “lock in” entrance or exit to a non-involved street(s).
- Requests will not be approved for Block Parties to be held on collector or arterial streets.
- Hours of Block Party will be limited to (on 10-day notice only) 9:00am – 10:00pm including setup and clean-up.
- Block Party Attendance is limited to the number of people that was agreed upon by the permit at any given time during hours of operation. “Private” means the Block Party is not open to the general public and the Applicant is responsible for ensuring all attendees are invited guests. “Free” means no type of payment is required for entrance or participation, including, but not limited to, a cover charge or the sale of food or beverage.

Commercial vending and paid sponsorship is prohibited. Voluntary donations from invited guests may be accepted by the applicant to offset Block Party costs, however, no guest shall be required to make such a donation as a condition of attendance.

- Comply with all requests from the Police and Fire Department.
- Applicant ensures the use of alcohol beverages on private property shall comply with all applicable laws. Alcohol cannot be provided to, consumed or possessed by minors on public property.
- If food or beverages will be served, the Applicant must comply with Monterey County Environmental Health Department Food Service Rules and Regulations.
- Upon a complaint by any reasonable person, the Applicant must ensure any sound is turned down to a more acceptable level or eliminated altogether.
- The event shall be kept in a clean and orderly manner free of trash, waste water run-off and hazards.
- Parked or moving vehicles shall not be located on the Block Party Venue during the Block Party.
- “Disabled” vehicle parking stalls and any other access facility for the disabled shall not be blocked or made unusable by this event.
- The placement of any furniture, activities or equipment on a street(s) shall be such that an unobstructed lane or clear path for travel sufficient for the access by an emergency vehicle is maintained throughout the entire Block Party Venue.
- All inflatable Bounce House equipment placed on City property must be approved by the City and must be obtained from approved list of vendors.
- Do not place any event signage on any public street, signpost, fence, sound-wall, pole or other public property. This includes anywhere within 10 feet of the street curb. Signage on private property is subject to property owner approval.
- The Block Party Venue shall be clean, free of equipment, and restored to public access immediately upon conclusion of the Block Party.
- Barricades and signs should be obtained by a private supplier professionally manufactured A-frame barricades are required. The placement of barricades and signs must be coordinated with the City of Salinas Traffic and Engineering Department. Barricades and signs shall be in accordance with the Traffic Control Plan guidelines. Barricades shall be removed only after all pedestrians have exited the street and clean-up has been completed. All barricades and any other safety equipment used to support a Block Party shall have retro-reflective materials or flashing amber caution lights to be seen in fog, partial or complete darkness.

No Permit shall be issued until this Application is approved and is signed by an authorized representative of the City of Salinas. A meeting may be required prior to approval. Please complete this Application in full and return it no later than ten (10) days prior to the proposed event. This event shall be conducted in strict accordance with all applicable local, state, and federal laws and regulations associated with the Block Party, including but not limited to, the noise restrictions imposed under the Salinas City Code upon amplified sound.

A site plan must be attached to this Application. No alcohol may be served/sold at this event.

Ten (10) copies of this Application must be submitted with payment of a *non-refundable* application fee. Checks should be made payable to CITY OF SALINAS.

If you have any questions, please contact Sheila Molinari, Recreation-Parks Division at 831.758.7476.

CERTIFICATION OF APPLICANT

I declare that I am 18 years of age or older and the information contained in the foregoing application is true and correct to the best of my knowledge. I have read, understand and agree to abide by the rules and regulations governing Special Events under the Salinas City Code and I understand this application is made subject to the rules and regulations established by the City Council and/or the City Manager or their designee. I also understand that misrepresentation of facts will cause this Permit to be null and void. I also understand that if an emergency Police or Fire response is generated to this event, I may be charged for the Police or Fire services required.

I further declare that I am authorized to enter into this Application for and on behalf of myself and the organization described above.

Signature _____

Date _____

For Internal Use Only

Fees Paid: _____

Account Code 10:00 56121

Permit Number: _____

Date of Application: _____

Approved: [] Yes [] No _____

Signature: _____

Date: _____

Sheila Molinari